

HEAD SWIM COACH

GRADE: 7

FLSA: NON-EXEMPT

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

DESCRIPTION OF DUTIES:

Responsible for operation of the Rockville-Montgomery Swim Club program at the Rockville Swim Center. This includes, but is not limited to, team registration, registration of club and swimmers with Potomac Valley Swimming and United States Swimming, liaison to RMSC Parents' Club, coordinating swim meet entries, developing program goals and objectives, supervising coaches, maintaining all records associated with program, writing and editing newsletters, conducting regular monthly staff meetings, etc.

QUALIFICATIONS/SKILLS:

Must possess current certificates in American Red Cross Safety Training for Swim Coaches, Standard First Aid and Community CPR or equivalent certifications.

EXPERIENCE:

Must have at least 5 years of coaching experience and demonstrate a commitment to RMSC program.

EDUCATION:

A.A. degree or equivalent

DIVISIONS:

Swim Center

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